

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">9.2</p> <p>Date Filed</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">March 23, 2006</p>
<p>References/Authority</p> <p>ACA 4-4017</p>	<p>Subject</p> <p style="text-align: center;"><b>INSTITUTIONAL ADMINISTRATIVE, SECURITY AND PROGRAM REVIEWS</b></p>	

## I. DEFINITIONS

None.

## II. POLICY and PROCEDURES

Annual security and program reviews shall be conducted to ensure that the practices and procedures of adult institutions are adequate and in compliance with department's policies and procedures.

A. The review process shall be conducted at each adult correctional institution and consist of three distinct parts:

1. A review of departmental and institutional policies and procedures, post orders and written documentation to ensure that all policies and procedures are being followed and documentation is kept up-to-date.
2. An audit of a preset listing of ACA accreditation files, as determined by the chairman of the audit team, including all mandatory standards, to ensure that the file documentation is accurate and up-to-date. Additional files may be reviewed upon request of the institutional staff.
3. A physical inspection of all institutional areas to ensure that: institutional personnel are following policies, procedures and post orders; to review logs and other documentation on-site; and to review the general conditions of the institution.

B. Scheduling of Institutional Reviews

1. Institutional reviews shall be scheduled by the Commissioner of the Department of Corrections or designee.
2. In an American Correctional Association (ACA) Accreditation Audit year, a mock audit shall take the place of this review and shall be scheduled approximately ninety (90) days prior to the ACA audit date.

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C. Composition of Inspection Review Teams

1. The team conducting the administrative, security and program reviews shall consist of a chairperson and four additional members selected by the Commissioner or designee.
2. The team members conducting the review shall have knowledge of institutional operations and experience in the ACA accreditation process.
3. Additional members may be selected to monitor the audit process as a means of providing training for future review team members.

D. Areas to be covered by the institutional review are listed on Attachment 1.

E. Administrative Instructions

1. The review team is expected to find each area of inspection in compliance or noncompliance resulting from their observations and findings. Generally, two to three full days shall be allocated for the program and security review.
2. The review team shall conduct an exit interview with staff designated by the Warden.
3. The chairperson of the inspection review team shall be responsible for writing the report and submitting it to the Warden within fifteen working days after completion of the review. A copy of the report shall be forwarded to the Commissioner, Deputy Commissioner of Adult Institutions and the Director of Operations.
4. Upon receiving the completed report, the Warden shall prepare a response within fifteen (15) working days and forward that response to the Commissioner. The response shall address each noncompliance finding including a plan of corrective action for each deficiency.

**AREAS OF REVIEW**

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| 1. Security Inspections                | 25. Recreation Program                          |
| 2. Count Procedures                    | 26. Volunteer Program                           |
| 3. Firearms Control                    | 27. Library Services                            |
| 4. Issuance and Use of Chemical Agents | 28. Work Programs                               |
| 5. Contraband Control                  | 29. Correctional Industries                     |
| 6. Key Control                         | 30. Inmate Grievance                            |
| 7. Post Orders                         | 31. Mail Procedures                             |
| 8. Exit and Entry Procedures           | 32. Classification                              |
| 9. Armory                              | 33. Adjustment Committee Procedures             |
| 10. Perimeter Lighting                 | 34. Unit Management                             |
| 11. Perimeter Security                 | 35. Special Management Unit                     |
| 12. Internal Lighting                  | 36. Mental Health Programming                   |
| 13. Emergency Plans                    | 37. Protective Custody Unit                     |
| 14. Fire Safety                        | 38. Administrative and Disciplinary Segregation |
| 15. Tool Control                       | 39. Academic and Vocational Programs            |
| 16. Hazardous Materials                | 40. Staffing Levels                             |
| 17. Cleanliness of Institution         | 41. Institutional Property Control              |
| 18. Institutional Physical Condition   | 42. Inmate Property Control                     |
| 19. Food Services                      | 43. Canteen Operations                          |
| 20. Health Services                    | 44. Staff Training                              |
| 21. Psychological Services             | 45. Personnel Management                        |
| 22. Social Services                    | 46. Fiscal Management                           |
| 23. Visiting Procedures                | 47. Offender Records                            |
| 24. Religious Programs                 | 48. Inmate Morale                               |
| 49. Staff Morale                       |   |